

# Welcome to UT Share

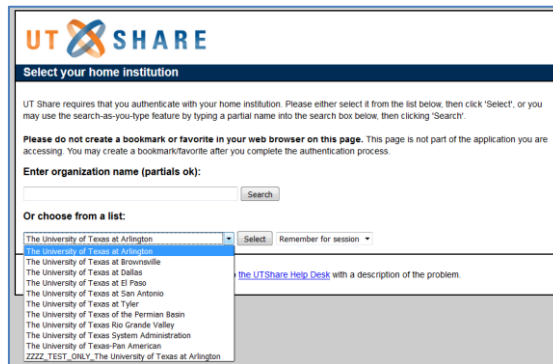
To access UT Share, proceed to the following web page:

<https://uta.edu/utshare>

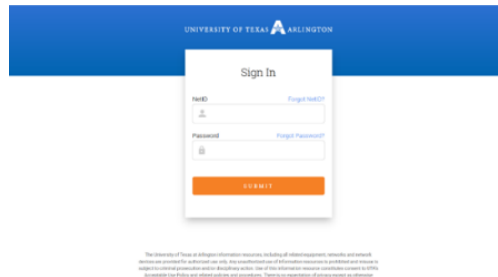
**Note:** You can log into UT Share by using the link from the UTA "Faculty and Staff" Resources page (<https://resources.uta.edu/>)

Next, click **UT Share** and log in. Before logging in the first time, you will need to follow the on-screen instructions to authenticate your identity.

To login, select "The University of Texas at Arlington" from the list of institutions.

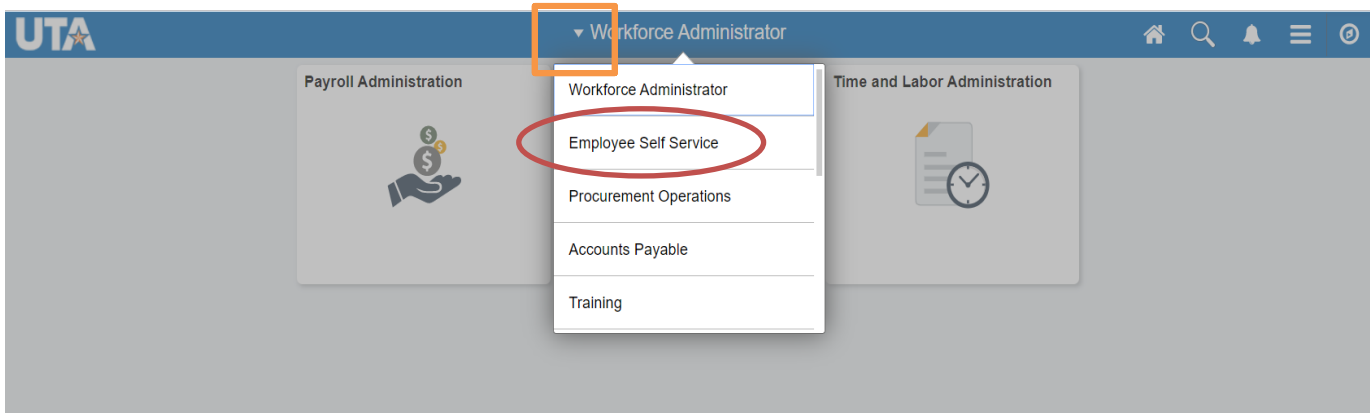


Log in with your current Employee UTA Net ID and Password:

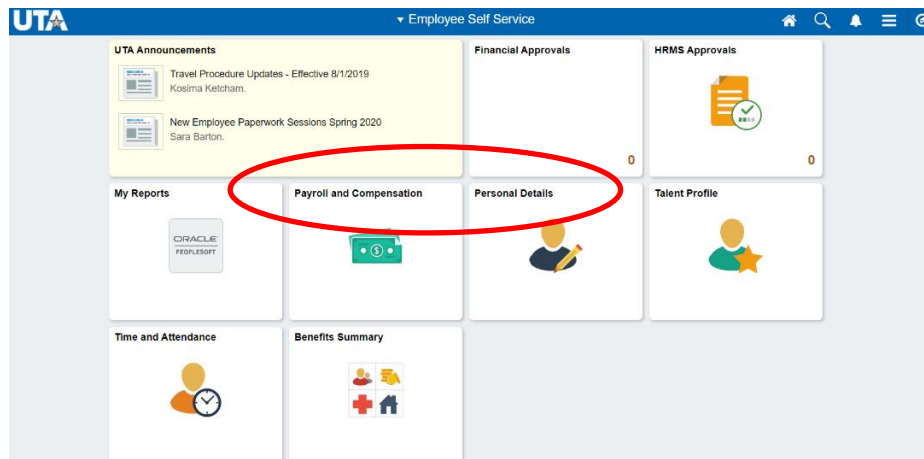


Click the Home  button.

Then click the drop down at the top middle of the page. Scroll down and click Employee Self-Service.



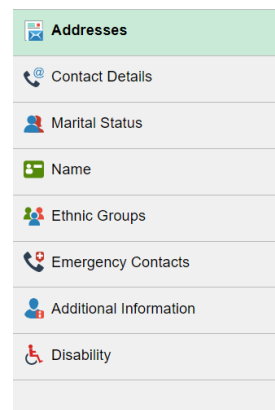
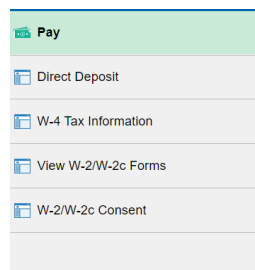
From here, you can access the Self-Service options on the Payroll and Compensation and Personal Details tiles.



After opening the tile, a menu opens (displayed below). Payroll and Compensation allows you to View Paycheck, enroll in Direct Deposit, Change W-4, View/Print W-2 and update Online W-2 Consent. Personal Details allows you to Change Address and view or change other Personal Details.

Payroll and  
Compensation  
Menu

Personal Details  
Menu



***NOTE:*** The recommended browsers for UT Share are Mozilla Firefox and Google Chrome. Be sure to **Allow Pop-ups** to view PDF files. If you see a blank screen, clear cookies and cache, close browser and reopen.

If you are not able to access UT Share or need help with authentication, please contact the OIT Help Desk at **817-272-2208** or submit a [ServiceNow Self-Service Ticket](#).